

Revised September 28, 2015

**Operational Goal 1**– Manage budget to maximize core operations

**Objective 1:** Maintain accounting to track revenues and expenditures

**Target 1:** Ensure appropriate fees are applied to application processing and test administration

*Priority-* High

*Responsibility-* Council administration

*Completion Date-* Ongoing

*Performance Measure-* 100% accuracy of fees applied and receipts collected

**Target 2:** Ensure reasonable and prudent accountability for Council expenditures

*Priority-* High

*Responsibility-* Council administration

*Completion Date-* Ongoing

*Performance Measure-* 80% accuracy of projected travel and 100% accuracy of final processing

**Objective 2:** Identify Use of Additional Funds

**Target 1:** Maintain/Expand electronic database portal

*Priority-* High

*Responsibility-* AFSC Administration

*Completion Date-* Ongoing

*Performance Measure-* Maintain electronic database

**Target 2:** Create a Program Coordinator position

*Priority-* Moderate-High

*Responsibility-* AFSC

*Completion Date-* Fall 2017

*Performance Measure-* Third position added to Administration

**Target 2:** Develop additional directives and certification levels

*Priority-* Moderate

*Responsibility-* AFSC Administration

*Completion Date-* Ongoing

*Performance Measure-* Increase certification levels

**Target 3:** Target Rural Alaska Fire Service Needs

*Priority-* High

*Responsibility-* AFSC

*Completion Date-* Ongoing

*Performance Measure-* Rural Outreach/Certifications

**Operational Goal 2–** Develop/Revise Certification Directives Upon Council Adoption

**Objective 1:** Develop certification directives and test items for newly adopted standards or levels

**Target 1:** Develop Directive for NFPA 1407, 2015 Ed: Standard for Training Fire Service Rapid Intervention Crews

*Priority-* High

*Responsibility-* Executive Director/ Committee Task Force

*Completion Date-* Create/Revise Directive for December 31, 2015

*Performance Measure-* Develop RIT/RIC directive and related test items by December 31, 2015.

**Target 2:** Develop Directive for NFPA 1006, 2013 Ed: Standard for Technical Rescuer Professional Qualifications

*Priority-* High

*Responsibility-* Executive Director/ Committee Task Force

*Completion Date-* December 31, 2015

*Performance Measure-* Develop directive and related test items by December 31, 2015.

**Objective 2:** Revise existing certification directives and test items to the latest edition of an adopted standard

**Target 1:** Review/Update NFPA 1021, 2014 Ed: Professional Qualifications for Fire Officer

*Priority-* High

*Responsibility-* Executive Director/ Committee Task Force

*Completion Date-* December 31, 2015

*Performance Measure-* Revise FO directive and related test items

**Target 2:** Review/Update NFPA 1002, 2014 Ed. Standard for Fire Apparatus Driver/Operator Professional Qualifications

*Priority-* High

*Responsibility-* Executive Director/ Committee Task Force

*Completion Date-* Spring 2016

*Performance Measure-* Revise FADO directive and related test items

**Target 3:** Review/Update NFPA 1003, 2015 Ed. Standard for Airport Fire Fighter Professional Qualifications

*Priority-* High

*Responsibility-* Executive Director/ Committee Task Force  
*Completion Date-* Spring 2016

*Performance Measure-* Revise AFF directive and related test items

**Target 4:** Review/Update NFPA 1005, 2014 Ed: Marine Firefighting for Land-Based Fire Fighters

*Priority-* Medium

*Responsibility-* Executive Director/ Committee Task Force

*Completion Date-* Report for adoption Fall 2016

*Performance Measure-* Draft LBMFF directive and related test items.

**Target 5:** Review/Update NFPA 1035, 2015 Ed.: Public Fire and Life Safety Educator

*Priority-* Low

*Responsibility-* Executive Director/ Committee Task Force

*Completion Date-* Report for Fall 2016

*Performance Measure-* Committee report and recommendation

**Objective 3:** Adopt certification levels for rural Alaska communities.

**Target 1:** Develop a draft for Basic Firefighter level certification based on the most current 1001 standard

*Priority-* Medium

*Responsibility-* Executive Director/ Committee Task Force

*Completion Date-* Report for Spring 2016

*Performance Measure-* Determine standard/criterion to meet the needs of rural fire departments in Alaska

**Target 2:** Review/Update options for Rural Basic Firefighter level

*Priority-* Medium

*Responsibility-* Executive Director/ Committee Task Force

*Completion Date-* Report for Spring 2016

*Performance Measure-* Determine standard/criterion to meet the needs of rural fire departments in Alaska

**Target 3:** Review/Update options for Rural Fire Officer

*Priority-* Medium

*Responsibility-* AFSC

*Completion Date-* Fall 2016

*Performance Measure-* Determine standard/criterion to meet the needs of rural fire departments in Alaska

**Operational Goal 3-** Maintain curriculum requirements for the certification of training programs

**Objective 1:** Update/prioritize list of future certification standards

**Target 1:** Review certification standards for future considerations by the council and prioritize

*Priority-* High

*Responsibility-* AFSC

*Completion Date-* Ongoing

*Performance Measure-* Update prioritized list in fall meetings.

**Objective 2:** Review Certification Testing Process

**Target 1:** Validate written test bank questions (knowledge jpr's)

*Priority-* High

*Responsibility-* Executive Director/ Committee Task Force

*Completion Date-* Ongoing

*Performance Measure-* Review by technical committee

**Target 2:** Validate practical skill exam items (skill jpr's)

*Priority-* High

*Responsibility-* Executive Director/ Committee Task Force

*Completion Date-* Ongoing

*Performance Measure-* Review by technical committee

**Operational Goal 4-** Manage the procedure for certification of fire services training programs that meet the minimum curriculum requirements adopted

**Objective 1:** Maintain third party accreditation through national/international entities

**Target 1:** Maintain AFSC accreditation with IFSAC

*Priority-* High

*Responsibility-* AFSC/Administration

*Completion Date-* Ongoing with revisions as required

*Performance Measure-* AFSC defined policy and procedure

**Target 2:** Maintain AFSC accreditation with ProBoard

*Priority-* Medium

*Responsibility-* AFSC/Administration

*Completion Date-* Ongoing with revisions as required

*Performance Measure-* AFSC defined policy and procedure

**Objective 2:** Support in-state accreditation of fire service organizations

**Target 1:** Ensure entities adhere to AFSC certification directives

*Priority-* High

*Responsibility-* AFSC Director/Executive Board

*Completion Date-* Ongoing

*Performance Measure-* AFSC policy and procedure is followed

**Target 2:** Ensure in-state accreditation approvals are consistent with current revisions

*Priority-* High

*Responsibility-* AFSC Administration

*Completion Date-* Ongoing with updates as required

*Performance Measure-* AFSC defined policy and procedure

**Target 3:** Maintain independent AFSC in-state accreditation policy and procedure

*Priority-* High

*Responsibility-* AFSC Administration

*Completion Date-* Ongoing with updates as required

*Performance Measure-* AFSC defined policy and procedure

**Target 4:** Assist with initial in-state accreditation approvals

*Priority-* High

*Responsibility-* AFSC Administration

*Completion Date-* Ongoing with updates as required

*Performance Measure-* Number of total accredited entities

**Target 5:** Support reaccreditation audits

*Priority-* High

*Responsibility-* AFSC Administration

*Completion Date-* Ongoing: Every 5 years per entity

*Performance Measure-* Ongoing: Twenty percent of total accredited entity audits annually  
(Total Entities / 5)

**Operational Goal 5–** Certify fire service personnel in the state of Alaska

**Objective 1:** Adhere to regulations and follow certification policy and procedures

**Target 1:** Maintain regulations to manage fire certification

*Priority-* High

*Responsibility-* AFSC/Director

*Completion Date-* Fall 2016

*Performance Measure-* Regulations are established

**Objective 2:** Maintain timely certification issuance

**Target 1:** Process completed certification application requests within thirty (30) days

*Priority-* High

*Responsibility-* Council administration

*Completion Date-* Ongoing

*Performance Measure-* 100% of application queue are processed within thirty (30) days.

**Target 2:** Maintain adequate staffing levels to meet certification timelines

*Priority-* High

*Responsibility-* Director

*Completion Date-* Ongoing

*Performance Measure-* Positions filled

**Target 3:** Utilize technology or other alternatives to meet certification timelines

*Priority-* High

*Responsibility-* Director

*Completion Date-* Ongoing

*Performance Measure-* Software automation of certification services

**Target 4:** Maintain Electronic Database for Multilevel User Access

*Priority-* High

*Responsibility-* Director

*Completion Date-* Ongoing

*Performance Measure-* Certification Database with Multilevel Access

*Performance Measure-* AFSC defined policy and procedure

**Operational Goal 7-** Maintain administrative accessibility for communications to and from the AFSC

**Objective 1:** Maintain administrative functions enable constituents and fire service associations to effectively communicate with the Council

**Target 1:** Ensure administrative staff are providing prompt responses to phone and email communication

*Priority- High*

*Responsibility- AFSC/Director*

*Completion Date- Ongoing*

*Performance Measure- 100% of communications are acknowledged or addressed*

**Objective 2:** Ensure council adequately and promptly communicates adopted and proposed standards to constituency

**Target 1:** Maintain web based information

*Priority- High*

*Responsibility- AFSC Administration*

*Completion Date- Ongoing*

*Performance Measure- posted within 30 days of action taken*

**Target 2:** Ensure electronic notification to constituency

*Priority- High*

*Responsibility- AFSC Admin*

*Completion Date- Ongoing*

*Performance Measure- posted within 30 days of action taken*

**Operational Goal 8-** Charge and collect fees determined by the council to be necessary

**Basis:** AS 18.70.350 (4)

**Objective 1:** Maintain necessary fees for certification testing

**Target 1:** Establish test fees

*Priority- High*

*Responsibility- AFSC/Director*

*Completion Date- Ongoing*

*Performance Measure-Self-sufficient test budget*